

Services/Activities Inventory

Department: Human Resources

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

1. Recruitment (job posting and advertisement, application processing).
2. Employee compensation (salary surveys, recommend competitive pay, monitor recruitment and turnover, recommend job reclass when appropriate).
3. Employee benefits (recommend competitive benefits package, monitor usage, significant staff time spent with individual employees and retirees assisting with benefits).
4. Management & general employee training.
5. Organizational and workforce development.
6. Continue support of performance management system.
7. Consulting with supervisors and other management on personnel issues.
8. Employee communications (Intranet, employee handbook, policies, benefit information).
9. Employee Relations (assist employees with employment questions, promote employee satisfaction).
10. Ensure compliance with Federal/State legislation. Preparation of mandatory reporting. Implementation and management of EEO and Affirmative Action Plan.
11. Continue populating Lawson Payroll/HR system and maximize use of system through management reporting.
12. Accurate, up-to-date maintenance of all personnel files including terminated and retiree files.
13. Employee recognition programs (service awards, holiday luncheons, new employee orientation, quilts for retirees).